



U.S. Department of Justice

Justice Management Division

Management and Planning Staff

Washington, D.C. 20530

September 18, 2007

MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

FROM: 
H.B. Myers
Assistant Director
Procurement Policy and Review

SUBJECT: DOJ Procurement Guidance Document 07-11
OMB Clearance for Solicitations and Contracts

The Office of Management and Budget (OMB) has approved the extension of our procurement blanket clearance under the Paperwork Reduction Act for a three year period. The OMB clearance number remains 1103-0018 and the new expiration date is 08/31/2010. Although we no longer need to place the expiration date on the cover of our solicitations and contracts as we do with the clearance number, if you enter procurement data into an electronic system that requires an expiration date, use the above date effective immediately.

Procurement Guidance Document 04-01, dated August 25, 2004, is rescinded.

Please make this information available to the appropriate people in your organization and add this document to your collection of DOJ Procurement Guidance Documents.